

These sheets are for your use. Alter, reproduce, copy as needed.

Many of the sheets are duplications and most pertain to recordkeeping of activities to prove your organic status. The organic rule relies heavily on recordkeeping to show compliance with the organic standards. Every producer is required to keep an accurate record of all inputs, planting dates, harvest dates, etc.

One sheet is a sample letter you can use to notify neighbors of your organic status. Another is a sheet to use to document attempts to source organic seed. You must use organic seed if it is available and if not you must contact at least 3 sources before you purchase untreated conventional seed.

The first sheet is for verification of the land to qualify for organic; no prohibited substances should have been applied for a period of 3 years.

If the land was not managed by you in the last 3 years then you will need to get a statement from the previous manager to attest to this fact.

The Land Use History Verification Sheet should be notarized and should be very specific regarding location and ownership if leased.

# Land Use History Verification

Organic Producer Name: \_\_\_\_\_ Crop Production Year: \_\_\_\_\_

I, \_\_\_\_\_, declare that the parcel(s) of land described below were farmed by me or were under my control during the crop years of \_\_\_\_\_ to \_\_\_\_\_. I also declare that during this time, to the best of my knowledge, there were no herbicides, pesticides, fungicides, fungicide treated seed, synthetic fertilizers, or other prohibited materials applied to this land.

Description of land parcel(s) by field #, section #, township, and county (or other regulatory description):

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Number of acres in parcel(s): \_\_\_\_\_

If any materials were applied to any of these fields, describe what was applied, the specific date of application, and field # or parcel.

Field # or Parcel	Material Applied	Date

I submit that the above is true and accurate on this date of

\_\_\_\_\_

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

### SEEDING, PLANTING, and HARVEST RECORD

[illegible]

## DE

[illegible]

## SEEDING, PLANTING and HARVEST RECORD

[illegible]

# ORGANIC FARM INPUT REPORT

Farm Name: \_\_\_\_\_ Year: \_\_\_\_\_

[illegible]

Notes:

# PURCHASE AND RECEIVING LOG

Date of Purchase or Delivery	Item	Source or Manufacturer and Distributor	Quantity	Price	Notes

Notes:



## ACTIVITY LOG

Farm/Location: \_\_\_\_\_ Month/Year \_\_\_\_\_

[illegible]

Notes:



## ACTIVITY CALENDAR

Month \_\_\_\_\_ Year \_\_\_\_\_ Farm/Location \_\_\_\_\_

[illegible]

## PART A: POTENTIAL SEED SOURCES

[illegible]

## PART B: SEED SEARCH LOG

Farm Name: \_\_\_\_\_ Crop Year and Season \_\_\_\_\_

[illegible]

## Seed Records

## Documentation of Commercial Availability of Organic Seed/Planting Stock

**Farm Name** \_\_\_\_\_ **Crop Year** \_\_\_\_\_

[illegible]

**SEED RECORDS**  
**PART C: INOCULANT AND SEED COATING LOG**

Date	Location	Crop / Variety	Inoculant or Seed Coating	Documentation of non-GMO and allowed status

Notes:

## COMPOST PRODUCTION RECORD

Farm Name \_\_\_\_\_ Production Year \_\_\_\_\_

Compost System: Windrow   Static   Aerated Pile   In-Vessel

Other (specify) \_\_\_\_\_

Compost Pile, Windrow or Unit ID: \_\_\_\_\_

Feedstocks/Materials Used (and quantity):	Estimated C/N Ratio of mixture:

Date	Temperature	Turned?	Initials of Responsible party

Notes:

## MANURE SOURCE AND APPLICATION RECORD

[illegible]



## NEIGHBOR NOTIFICATION LETTER

(Date)

(Name and address)

Dear (Name):

I am currently a certified organic farmer with \_\_\_\_\_ (name of your certifying agent), managing my fields consistent with the USDA National Organic Standard.

Since you are an adjoining property owner, I need to inform you of my plans and ask for your help. If you plan to use synthetic fertilizers, pesticides, and/or genetically engineered crops on land that adjoins my fields, please take precautions when transporting or spraying to prevent overspray, chemical or genetic drift, or run-off onto my farm. If chemical drift is found on my organic crops or fields, I may be required to wait up to three years before using these fields for organic production. This could also cause loss of my organic certification and/or loss of the organic premium for crops grown on affected fields.

(Optional Paragraph) I understand that you are currently not using any synthetic fertilizers, pesticides, and/or genetically engineered crops on the (field or pasture) that borders my farm to the \_\_\_\_\_ (east, west, north or south) and adjoins my field # (\_\_\_\_\_). If you are willing to sign the enclosed Verification Of Neighboring Land Use form, I will not be required to maintain a buffer zone between your field and mine. Also indicate the location of your adjoining fields on the map enclosed. Please return the signed statement as soon as possible.

If you would like to know more about my organic certification or have any other questions, please call. Thanks for your help.

Sincerely

(Signature of organic farmer)

Enc.: Verification of adjoining Land Use form  
Farm map